

## **Part III. Supporting Documents**

# **Overview of Approved Training Curriculum**

There are four state approved courses of instruction associated with the SEMS Training Curriculum. Each course contains several modules of instruction, and the courses are designed to be presented in a modular manner to meet the varied training needs associated with all SEMS levels.

The Courses are:

- Introductory
- Field
- Emergency Operations Center (4 levels)
- Executive

Each course contains several modules of instruction. Each module of instruction includes the following:

- Instructor Guide for the Module
- Student Reference Manual
- Visuals
- Exercises (as appropriate)
- Test

An overview of the four courses is presented in Exhibit 1, and each course is briefly described below in terms of:

- Instructional Goals
- Target Audience
- Performance Objectives

A syllabus of all the training courses has also been prepared. The syllabus provides additional information on the modules associated with each course.

# **Insert ACI Summary Table**

## **Word file**

## **I. Introductory SEMS Course**

### **A. Instructional Goal**

The goal of the Introductory SEMS course is to provide the student with a basic understanding of the Standardized Emergency Management System (SEMS), common terms associated with SEMS, where the student will likely fit into SEMS, and what is required of them to work within and support a SEMS response.

### **B. General Target Audience**

This is an introductory course, designed for an individual or emergency responder that may become involved in a multi-agency/multi-jurisdictional SEMS response.

### **C. Performance Objectives**

(Numbers following statement relate to the Module No.)

1. Understand the purpose and scope of SEMS, as well as the basic definitions of the common terms associated with SEMS (1).
2. Understand the basic elements of the SEMS law, SEMS organizational/response levels, the functions of SEMS, and the basic concepts of SEMS (2).
3. Understand the basic operating requirements and individual responsibilities to successfully operate within, and support, a SEMS response in the field and/or Emergency Operations Center (3).

## **II. Field SEMS Training**

### **A. Instructional Goal**

The goal of the Field SEMS training is to provide a full range of instructional modules to aid participants in the implementation and management of the Incident Command System (ICS). ICS is used in SEMS for the field multi-agency/ jurisdiction emergency response to emergencies.

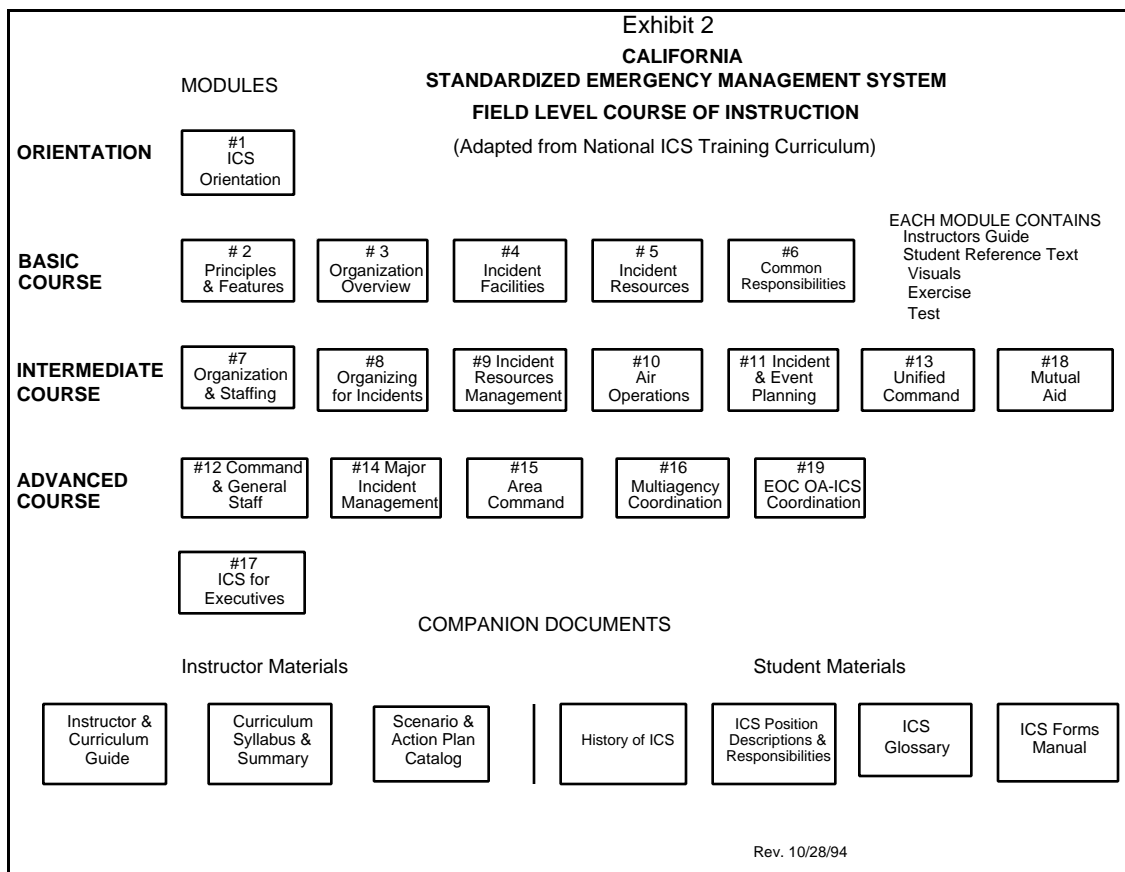
The Field SEMS training program offers nineteen stand-alone modules from which a participant can choose in order to meet minimum SEMS competencies. (Seventeen of the modules are from a generic National ICS Curriculum, and present material related to the application of the Incident Command System.) Two additional modules have been added to meet SEMS needs. The nineteen modules in the Field SEMS training

program have been into four field level courses. They also can be used independently, or be used in conjunction with other SEMS courses.

- Orientation Course
- Basic Course
- Intermediate Course
- Advanced Course

The courses in the Field SEMS training program are intended to be given in a progressive pattern tied to career path development of the individual trainee. There may be intervals of several months or years between SEMS field courses.

At the completion of the Field training, the participant should have a solid understanding of ICS as it relates to SEMS. The nineteen modules of instruction associated with the Field SEMS Training Program are shown in Exhibit 2, and described below.



## **B. General Target Audience**

The Field SEMS Course is designed to meet the needs of all personnel that may be associated with a field response. Personnel who would take this course include:

**Support and assistance personnel:** Individuals who, as a part of their job duties, will likely respond to multi-agency emergency incidents to assist or support the emergency organization; but not supervise others. (May also be referred to as "entry-level" personnel.) This definition would not include clerical staff, unless decided necessary by the emergency response agency.

**Basic level supervisory personnel:** Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as "first-level supervisory personnel involved with ICS applications").

**Intermediate level supervisory personnel:** Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to supervise an ICS Section, Branch, Group or Division (may also be referred to as "personnel who hold ICS supervisory positions").

**Advance Level Command personnel:** Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to fulfill a Command, or Command Staff roles, or any key management role in a major incident (may also be referred to as "senior personnel who function in management roles at large incidents").

## **C. Performance Objectives**

1. Understand the basic organization, terminology and common responsibilities of ICS.(1).
2. Understand the principles and features that constitute ICS (2).
3. Understand the more expanded ICS organization, how it initially develops, expands and/or contracts, and how transfer of command is properly conducted (3).
4. Understand the principal facilities used in conjunction with ICS (4).
5. Understand the components that allow for the most effective use of resources in ICS (5).
6. Understand what a person needs to know prior to, and during, an ICS assignment to an incident (6).

7. Understand all titles and responsibilities of the organizational elements within each section of ICS, including general duties, staffing, and reporting relationships (7).
8. Understand ways in which incidents and events are organized to ensure achievement of incident objectives, including the briefing process and utilization of forms (8).
9. Understand the principles and stages of resource management, responsibilities related to resource ordering, the function of Staging Areas in resource management, and the importance of planning for resource demobilization (9).
10. Understand the functions and positions within the Air Operations Branch (10).
11. Understand the ICS planning process, to include: the development of incident objectives, strategies and tactics; the use of operational periods; the planning meeting; and the Incident Action Plan (11).
12. Understand the importance, activation criteria, principles and roles of the Command and General Staff positions, as well as the roles of deputies, assistants and agency representatives within ICS (13).
13. Understand the purpose and advantages of Unified Command, the Unified Command organization, how Unified Command is established, its major functions, and how the concept of cost sharing might apply under Unified Command (12).
14. Understand how to organize for, and problems associated with, major or complex incidents or events (14).
15. Understand why, when, where and how Area Command (AC) is established, and the responsibilities, organization, facilities and communication required for Area Command (15).
16. Understand the importance and uses of multi-agency and inter-agency coordination (16).
17. Understand the concepts and procedures associated with the Master Mutual Aid Agreement, and the specific Mutual Aid System, if any, applicable to the student (17).
18. Understand the basic concepts and procedures associated with local Emergency Operations Centers and Operational Areas, should they be activated for a major emergency (18).

### **III. EOC SEMS Course**

## **A. Instructional Goal**

The goal of the EOC Course is to enhance the participants' capability to manage a multi-agency/jurisdiction major emergency or disaster response within an Emergency Operations Center (EOC), and within the five functions specified in SEMS. This course offers stand-alone modules to meet performance objectives at any one of the four SEMS response levels in the EOC (Local, Operational Area, Region or State EOC). At the completion of the course, participants should have a good understanding of what is required under SEMS to manage a multi-agency/jurisdiction response to a major emergency or disaster within their EOC.

## **B. General Target Audience**

The course is designed for support/assistance, supervisory, management and executive personnel, who as part of their job duties or special assignment, will likely perform a SEMS function within a Department Operations Center (DOC) or Emergency Operations Center (EOC). These individuals would be expected to respond to their DOC/EOC to initiate the SEMS organization, work within that SEMS organization, and/or supervise one or more of the five SEMS functions within their DOC/EOC (Local, Operational Area, Region, or State).

## **C. Performance Objectives**

1. Understand essential SEMS terms related to an Emergency Operations Center (EOC), as well as the five SEMS response levels and their relationship to the four SEMS EOC levels (1).
2. Understand the essential principles associated with disaster management, including knowledge of the fundamental differences and similarities between an emergency vs. a disaster, the role of the Emergency Services Director, the goals of emergency/disaster management, and keys to successful emergency/disaster management (2).
3. Understand how an Emergency Operations Center (EOC) relates to disaster management and SEMS, the diversity in purpose and scope of California EOCs, and the basic principles for an effective EOC (3).
4. Understand the principles of ICS applicable to EOCs, EOC functions and responsibilities, and the use of multi-agency and inter-agency coordination in EOCs (4).
5. Understand the concepts and procedures for the Local EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, multi-agency coordination, and the common tasks of the five SEMS functions associated with the Local EOC (5).

6. Understand the concepts and procedures for an Operational Area EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, multi and inter agency coordination and the common tasks of the five SEMS functions associated with the Operational Area EOC (6).
7. Understand the concepts and procedures for a Region EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, inter-agency coordination and the common tasks of the five SEMS functions associated with the Region EOC (7).
8. Understand the concepts and procedures for the State EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, inter-agency coordination and the common tasks of the five SEMS functions associated with the State EOC (8).
9. Understand how a field response will interface with local EOC SEMS operations during a multi-agency/jurisdiction disaster response, including similarities, differences and key principles associated with a field and EOC SEMS response (9).

## **IV. Executive SEMS Course**

### **A. Instructional Goal**

The goal of the Executive Course, is to provide a Standardized Emergency Management System (SEMS) orientation for executives, administrators and policy makers. The module also provides an understanding of the basic concepts of ICS, multi-agency coordination, mutual aid, operational areas, and emergency operations centers within SEMS regulations. At the completion of the course, executives should have a basic understanding of SEMS, and what is required of them to support SEMS at the field and EOC levels.

### **B. General Target Audience**

This is a stand-alone introductory course, designed for executives, administrators and policy makers from agencies that are required to support a SEMS multi-agency/jurisdictional emergency response. Executives are defined as individuals who function in executive or elected positions but do not regularly fulfill command or management roles at a multi-agency emergency incident or EOC. If an executive regularly fulfills command or management roles, the executive should take training modules or courses appropriate to the assignment.



### **C. Performance Objectives**

1. Understand the purpose and scope of SEMS, the basic elements of the SEMS law, the five SEMS organizational/response levels, the five functions of SEMS, and the general need for executives to support SEMS in their jurisdiction (1).
2. Understand the basic operating requirements for ICS, and what specifically is needed from the executive to support a SEMS/ICS multi-agency/jurisdictional emergency response in the field (2).
3. Understand the basic operating requirements for EOCs, and what specifically is needed from the executive to support a SEMS multi-agency/jurisdictional emergency response in an Emergency Operations Center environment (3).